

**Government of the District of Columbia**  
**Department of Health**  
**Environmental Health Administration**

**Bureau of Food, Drug  
and Radiation Protection**



Dear Registrant:

According to our records, your District of Columbia Manufacturer and Distribution Registration will soon expire.

Please complete the enclosed renewal application indicating at Section 4 the certificate number, retain a copy, and return the original (white) copy with the application fee of **One-Hundred Dollars (\$100.00)**, made payable to the D.C. Treasurer.

If your activities include the handling of controlled substances, complete the Controlled Substances Application, indicating at Section 3(a) the certificate number and return the office copy with the application fee of **Fifty-Dollars (\$50.00)**.

**PLEASE NOTE: A TWENTY-FIVE DOLLAR (\$25.00) LATE FILING FEE WILL BE ASSESSED FOR EACH APPLICATION RECEIVED AFTER THE CERTIFICATE'S EXPIRATION DATE.**

If you have any questions or require additional information, please contact Ms. Marcia B. Wooden, R. Ph., Program Manager of the Pharmaceutical Control Division, on (202) 535-2076.

Sincerely,

Harold D. Monroe, R. Ph.  
Chief